

CLIN 0003

Conference/Event Support Services

The Office of Naval Research requires conference and event support, execution, planning and coordination services to support the various ONR S&T and Organization missions and objectives. The task requirements include:

- 1) Provide conference/event support, planning, and production as required (from small to large, domestic and international, classified and unclassified). These conferences and events may have a variety of purposes and objectives, and could be in a variety of forms (For example: Symposiums, Career Fairs, Banquets, Industry Days, Networking Meetings, Guest Lectures, Special Events, etc).
- 2) Organize, perform and manage tasks necessary to support ONR, and its personnel, to meet conference/event requirement and objective. The tasks may be provided singly, or in conjunction with other conference/event services. Many of the adjunct services are customary to the aforementioned conference services, but can be featured as the primary service requirement on an individual Task Order. This will permit each task order to be designed to suit the specific requirements of the meeting.

¹ Adjunct Services - provided singly, or in conjunction with other service, include, but are not limited to, the following:

- a. Computerized or Non-Electronic Registration & Fee Collection (including on-line Electronic on Registration & Fee Collection)
- b. Preparation of Event Materials and Information Packets
- c. Mailings and Invitations
- d. Production/Graphic Design
- e. Exhibit Management
- f. Budget Development and Financial Management
- g. Conference/Event Site Selection, Reservation, Negotiation and Subcontract
- h. On-site Supervision and/or Support
- i. Project Management
- j. Communications Support
- k. Collection, Coordination, and Preparation of Abstracts for Publication
- l. Marketing, Publicity and Promotion
- m. Photography
- n. Event related Data Base Development, Management and Maintenance
- o. Event related Web Page Design and Maintenance
- p. Selection of Speaker, Exhibitors, or Lecturer

¹ ONR legal counsel review of food/drink acquisition under a proposed delivery order will be obtained by the ordering ONR division through Contracts Negotiator for compliance with DoD and Navy policy regulations and laws.

- q. Pre-Conference Liaison
- r. Conference Wrap-up
- s. Project Meetings
- t. Post-Conference Activities
- u. Lodging Accommodations
- v. Proceeding recording (audio or video)
- w. Materials production (Including Signage, Marketing documents and Conference and Event media)
- x. Desktop Publishing
- y. Transcription and/or Translation services
- z. Video or computer conferencing

3) Make arrangements to reserve and procure vendor (Audio-Visual, Catering arrangements, etc) services or third-party participation for an ONR sponsored meeting, conference, or event

4) Support communication and community outreach activities to encourage participation and support from academia, industry, and Federal, state and local governments in ONR programs.